

**UNITED STATES COURT OF APPEALS  
ELEVENTH CIRCUIT**

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| <b>Position Title:</b>                       | <b>SECRETARY -- CIRCUIT EXECUTIVE'S OFFICE</b> |
| <b>Opening Date:</b>                         | <b>September 18, 2003</b>                      |
| <b>Closing Date:</b>                         | <b>October 2, 2003 (or until filled)</b>       |
| <b>Developmental Salary Range (CL 24):</b>   | <b>\$28,517-\$35,350</b>                       |
| <b>Full Performance Salary Range (CL 24)</b> | <b>\$35,647-\$46,342</b>                       |

The Circuit Executive's Office has a position open for a **Secretary** to discharge secretarial, administrative, and clerical responsibilities for the Eleventh Circuit Judicial Council. Applications are being accepted through **October 2, 2003**, or until the position is filled. A cover letter with resume should be submitted to:

Cheryl Vessels  
Human Resources Manager  
United States Eleventh Judicial Circuit  
56 Forsyth Street, NW  
Atlanta, Georgia 30303

**DUTIES:** The secretary performs secretarial/administrative duties for the Judicial Council as assigned which require the highest level of quality.

**REQUIREMENTS:** Exceptional interpersonal skills, experience with law -related matters, ability to work independently, strong organizational skills and attention to detail, superior knowledge of English grammar, enhanced word processing skills (preferably WordPerfect), typing at 60 wpm (minimum), and spreadsheet skills are desired.

**QUALIFICATIONS:** High school graduation, or the equivalent, plus one year specialized experience, including at least one year equivalent to work at CL-23 level.

**GENERAL EXPERIENCE:** Progressively responsible secretarial or administrative experience that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position such as filing, telephone protocol, wordprocessing, record keeping, sorting and distributing mail.

**SPECIALIZED EXPERIENCE:** Progressively responsible clerical or administrative experience that involved the routine use of keyboard skills and provided knowledge of the rules, regulations, terminology, etc. associated with the administrative functions of a legal environment. Such experience may be acquired in a court, in law firms, in legal counsel offices, in banking or credit firms, social service organizations, or personnel/payroll operations, as well as elsewhere.

## **EMPLOYEE BENEFITS**

Employees of the United States Courts are entitled to the same benefits as other federal government employees. They are not part of the Civil Service system, however. Some of the benefits of federal service are:

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| <b>PAID VACATIONS</b>                | From 13 to 26 days per year depending on length of federal service.   |
| <b>PAID HOLIDAYS</b>                 | 10 days per year  |
| <b>SICK LEAVE</b>                    | 13 days per year  |
| <b>HEALTH INSURANCE</b>              | Employees may participate in the Federal Employees Health Benefits Program, and may choose from plans provided by several insurers. The government contributes up to 75% of the premium, depending on the plan selected.  |
| <b>LIFE INSURANCE</b>                | Employees may participate in the Federal Employees Group Life Insurance Program.  |
| <b>FLEXIBLE BENEFITS</b>             | Employees may participate in the Federal Judiciary Flexible Benefits Program which includes (1) a Premium Payment Plan which offers employees the choice of having health insurance premiums deducted from their pay either pre-taxes or after-taxes, and (2) a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses.   |
| <b>LONG-TERM CARE INSURANCE</b>      | Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community based care, nursing home care, hospice care and caregiver benefit. Spouses, parents, parents-in-law, grandparents, and grandparents-in-law are also eligible.   |
| <b>WITHIN-LEVEL SALARY INCREASES</b> | Within each salary classification level there are 61 "steps." Based upon performance, employees within the Developmental Range (steps 1-24) are eligible for step increases every 13 pay periods and employees within the Full Performance Range (steps 25-61) are eligible for step increases annually.  |
| <b>TIME IN SERVICE</b>               | Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits.   |
| <b>RETIREMENT</b>                    | Employees contribute 8.45% of their salary toward a retirement plan under the Federal Employees Retirement System, to which the government also contributes. Of that 8.45%, 6.2% goes to social security, 1.45% goes to Medicare, and .8% goes to the FERS Basic Benefit Plan. Employees may also participate in a voluntary tax-deferred Thrift Savings Plan. Benefits are generally available upon retirement at age 60 with 20 years of service or at an earlier age with 30 years of service. Reduced benefits may be available with fewer years of service. Specific details are available upon request. |

**THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS**

(revised 5/2003)